

FIRE BATTALION CHIEF

POSITION SUMMARY: The Battalion Fire Chief is under the direct supervision of the Assistant Deputy Director of Fire Services. This is supervisory and skilled firefighting work in directing the activities of fire companies. Employees of this class have final responsibility for assuming and exercising command of all firefighting operations when no superior fire officer is present. Additional responsibility includes, but is not limited to: supervising the inspection of residential, commercial, and industrial buildings for the presence of fire hazards and general compliance with fire prevention ordinances; promoting and insuring the implementation of comprehensive community fire prevention and educational activities by fire service personnel; and conducting occasional training for departmental and subordinate personnel, as assigned.

Responsibility for directing day-to-day firefighting activities of all administrative and suppression personnel requires considerable independent judgment, subject to departmental regulations and general administrative review by superior fire officers, who may assume command at larger fires. In the absence of a superior officer, the Battalion Chief becomes responsible for administration of the department, as assigned by the Director of Police and Fire Services.

SUPERVISION RECEIVED: Work is performed under the direction of the Assistant Deputy Director of Fire Services or designee.

SUPERVISION EXERCISED: Supervision is exercised over subordinate departmental personnel.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Under the direction of the Deputy Director of Fire Services or the Assistant Deputy Director of Fire Services, assists with the direction of operations and maintenance of fire stations and fire companies, as well as supervising and directing fire personnel, whether career, part-time, or paid-on-call.
2. Assigns, reviews, and analyzes the work performance of employees under span of control, and assures compliance with departmental rules and regulations.
3. Responds to fires and other incidents of increased complexity. Assumes command upon arrival at the incident scene when warranted. As appropriate for the given incident, directs positioning of apparatus and firefighting and life saving operations until relieved of command by a superior fire officer, orders apparatus and equipment not needed at an incident to return to stations, supervises overhauling and salvage operations, investigates or assists with fire investigations to determine cause and estimate of loss.

4. Oversees the duties and responsibilities of the shift lieutenants.
5. Oversees the department's accreditation process.
6. Completes and oversees all personnel scheduling.
7. Regularly inspects fire personnel, quarters, equipment, and records, and reports on conditions; reviews and reports on department training.
8. Reports to and confers with superior fire officers on personnel and administrative matters.
9. Directs and promotes fire prevention and educational activities performed by company personnel; prepares and distributes prevention materials; prepares and presents talks and demonstrations before school, civic, and other groups.
10. Maintains fire, inspection, and personnel records and assigns or prepares reports.
11. Under the direction of the Assistant Deputy Director of Fire Services, Plans and directs the City of Wyoming Fire Services Division training program, including but not limited to:
 - Developing, conducting, and evaluating training programs for both field and office work.
 - Keeping accurate, up-to-date records of all departmental training.
 - Regularly facilitating the training of subordinate officers in basic firefighting practices, safety procedures, equipment care, rules and regulations, and policies and procedures of the department.
 - Scheduling EMS, Hazardous Materials, Confined Space Rescue, and other types of training, as needed.
 - Scheduling CPR classes for the department and outside agencies, as needed.
 - Instructing the department and outside agencies in the proper use of extrication equipment.
 - Overseeing the Department Field Training Program.
12. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- A. A bachelor's degree in fire science or related field or an equivalent combination of education, training, and experience may substitute for the degree requirement.

- B. Considerable experience in various firefighting work, including experience as a Fire Lieutenant or equivalent command experience (minimum one year).
- C. Certified Fire Officer I, II, and III per NFPA 1021, or ability to obtain certification within one year from date of appointment, NFA Incident Command System course per 29 CFR 1910.120, ICS 100, 200, 300, 400 and NIMS IS-700 & IS-800. Licensed in Michigan as a Medical First Responder/AED operator or higher skill level.
- D. Graduation from the National Fire Academy Executive Fire Officer program is preferred.
- E. Thorough knowledge of modern firefighting equipment and methods, including rules and regulations, policies, and standard operating procedures of the Fire Services Division and the City of Wyoming, including knowledge of city ordinances, state laws, and national standards relating to firefighting, fire prevention and fire safety.
- F. Ability to determine and appraise principal fire hazards and the ability to direct the operations of personnel and equipment under emergency conditions. This includes the ability to analyze situations correctly and quickly and to adopt effective courses of actions, giving due regard to surrounding hazards and circumstances.
- G. Considerable knowledge of the geography of the city, location of water mains and fire hydrants, and major fire hazards located within the city.
- H. Knowledge of training and supervisory techniques and employee policies and procedures. Ability to demonstrate skill in planning, organizing, scheduling, directing, and coordinating work activities.
- I. Extensive knowledge of the duties, functions, and responsibilities of subordinate personnel. Ability to motivate, train, develop, coordinate, and direct subordinate personnel. Knowledge of criteria used to evaluate performance and progress of personnel.
- J. Demonstrated ability to use established, effective, and cooperative working relationships and use of tact, good judgment, and resourcefulness when working with superiors, associates, subordinates, volunteer workers, internal departments, external organizations, contractors, instructors, vendors, and the public.
- K. Demonstrated ability to gather and analyze data to prepare accurate and timely reports, memoranda, letters and responses to requests for information and external communication. Ability to communicate and present information effectively; both in verbal and written format to varied audiences. Ability to conduct effective briefings and classroom instruction.
- L. Demonstrated proficiency of information technology, including software applications related to areas of responsibility, and the ability to quickly learn other technology, as necessary.
- M. Ability to work effectively within deadlines, under stress, and with changing work priorities.

- N. Ability to work any or all shifts and schedules as necessary to provide proper coverage for all department activities and events.
- O. Possession of a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a fire station setting. The noise level in the work environment ranges from noisy in the field to quiet in the fire station. The employee may be exposed to severely hazardous conditions including fire and smoke. In some situations the employee may encounter very dangerous working environments including assisting other firefighting personnel at incident scenes. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to graphic scenes and uncontrollable environments and circumstances, which may include working in confined spaces, at various heights, and in all types of weather. The employee is required to drive in inclement weather.

The employee is required to take a physical examination in accordance with NFPA standards and report to the Deputy Director of Fire Services any physical conditions that may interfere with the performance of his or her duties as a firefighter.